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AGENDA FOR THE INSPECTION OF
SPECIAL DOCUMENTS SECTION
AT HOLLABIRD SIGNAL DEPOT

31 March 1947

The following points should be discussed with the chief of Special Documents Section and/or the Administrative Officer at Camp Hollabird. Answers should be obtained to as many of the questions as possible, before final plans are made for the transfer of this section to CIG.

I. Present Mission of the Section:

1. Find out main point of effort and amount of time spent on:
 - (a) exploitation of captured documents;
 - (b) correlation of material and maintenance of Industrial Card Files.
2. Obtain estimate of amount of documents unprocessed, what is expected from London and other sources, amount of backlog in GMDS or State Department documents, etc.
3. Determine status of Industrial Card File, how soon documentary information on USSR industry will be completed, how much time spent on current ONI, A-2 and other intelligence agencies' reports for inclusion in ICF, and investigate procedures from point of view of inclusion of ICF in:
 - (a) Documents Branch files;
 - (b) ORE or Central Reference Section files.

II. Future Mission of the Section:

1. Find out how much at present being done on reading of foreign press and Eurasian Branch of War Department and other agencies.
2. Are periodicals, etc., included and what arrangements are made for procurement of raw material (also procurement of current A-2 reports, etc. for ICF)?
3. What lines and areas could be covered by SDS personnel if conversion of DB to current periodicals goes through?

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1. Find out exactly what arrangements and channels exist between the:

- (a) SDS and British Joint Intelligence Bureau for documents and correlated information;
- (b) between SDS and State Department on documents at Tempelhof and in Foreign Activities Correlation Unit of State Department in Washington.

IV. Organization:

1. Obtain organization chart or statement concerning present organization of SDS, the number of analysts on each of the following:

- (a) exploitation of foreign language material;
- (b) abstracting, editing, etc.;
- (c) maintenance of ICF;
- (d) purely stenographic or reproduction services;
- (e) administration and personnel.

V. Personnel:

1. List of key personnel (military and civilian) with phase out of former.

2. List of present civilian ratings (P's, CAF, etc.) and an estimate of how many of civilian personnel will wish to transfer from Baltimore to Washington.

3. Discuss understudy problem and try to secure continuity by conversion of military personnel to civilian by date of transfer to CIG, or transfer to CIG rolls of two people now on War Department payroll.

4. Find out number of foreign born and discuss security clearance problem (take blank Forms 57 and Personal History Forms to facilitate clearance of personnel before transfer to CIG).

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VI. Space:

1. Find out over-all space requirements in cubic feet for:

- (a) SDS proper; *has 10,000 feet now.*
- (b) ICF; *900 cards a week.*
- (c) get rough estimate of amount of documents, filing cabinets, reference material, etc., to be transported to Washington.

all belongs to ZIA

2. Find out what furniture and facilities (mimeograph machines, etc.) belong to Hollabird, and which will have to be provided by CIG after transfer.

3. Estimate number of cases of documents received monthly.

VII. Preliminary Arrangements for Transfer:

1. Find out whether SDS can remain at Hollabird until 30 June 1947.

2. Find out present channels for incoming and outgoing information so that arrangements on this can be made with OCD.

3. Find out whether present mission and organization of section will fit into CIG requirements, or whether major reorganization will be involved.

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Appendix III ✓

WAR DEPARTMENT STATEMENT: FUNCTIONS OF
THE GERMAN MILITARY DOCUMENTS SECTION AND THE
SPECIAL DOCUMENTS SECTION AS OF 1 APRIL 1947 ⁵⁰ 52

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